

**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT
OF THE WAYNE COUNTY
PROPERTY VALUATION ADMINISTRATOR**

**For The Period July 1, 2001
Through November 25, 2002**



**EDWARD B. HATCHETT, JR.
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AUDITOR OF PUBLIC ACCOUNTS

Dana Mayton, Secretary, Revenue Cabinet
Honorable Martha Bowlin Tapley
Wayne County Property Valuation Administrator
Commonwealth of Kentucky, Revenue Cabinet

Independent Accountant's Report

We have performed the procedures enumerated below, which were agreed to by the Wayne County Property Valuation Administrator, solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period July 1, 2001 through November 25, 2002. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Wayne County Property Valuation Administrator. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the Property Valuation Administrator has a receipt ledger, a disbursement ledger, and reconciles bank records to books each month.

Finding -

Receipt and disbursement ledgers are maintained and bank reconciliations are completed each month.

Client Response: Agree with finding.

2. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

Recorded city receipts agree with the confirmation received from the City of Monticello. No other city was involved in this procedure.

Client Response: Agree with finding.



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Wayne County Property Valuation Administrator
(Continued)

3. Procedure -

Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Revenue Cabinet. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the Property Valuation Administrator's local bank account.

Finding -

The fiscal court budgeted the appropriate statutory contribution required by the Revenue Cabinet. The fiscal court made the budgeted payments to the Property Valuation Administrator for Fiscal Year Ended June 30, 2002. The fiscal court has made one quarterly payment for the statutory contribution due to the Property Valuation Administrator for Fiscal Year Ending June 30, 2003. The fiscal court has budgeted the remaining three payments and they will be made during the end of the remaining three quarters of the fiscal year. The Property Valuation Administrator deposited the payments to the local official bank account.

Client Response: Agree with finding.

4. Procedure -

Select a sample of disbursements from available Property Valuation Administrator's records and agree amounts to cancelled checks, paid invoices, or other supporting documentation. Determine if the expenditure is for official business.

Finding -

Except for the following, selected disbursements had proper supporting documentation and all were for official business purposes.

One disbursement that was reviewed, was for contract labor payments made to a seasonal employee during the off-season of her employment. There is no documentation related to the contract labor payments.

Client Response: Agree with finding.

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets.

Finding -

Proper purchasing procedures were followed for capital outlay expenditures and supporting documentation was available. We verified the location of new purchases.

Client Response: Agree with finding.

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Wayne County Property Valuation Administrator
(Continued)

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

There are no vehicle lease agreements, personal service contracts, or professional service contracts. There is one copier lease agreement and we found that the lease agreement payments were in accordance with contract requirements. The lease service was appropriate and properly authorized.

Client Response: Agree with finding.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Property Valuation Administrator and the Revenue Cabinet and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Respectfully submitted,



Edward B. Hatchett, Jr.
Auditor of Public Accounts

Engagement fieldwork completed -
November 25, 2002